



CALIFORNIA MANICURIST PRACTICAL EXAMINATION CANDIDATE INFORMATION BULLETIN

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This bulletin contains important information regarding the NIC National Manicurist Practical Examination content and administration. Please review all information carefully.

IMPORTANT INSTRUCTIONS

- All applicants must present a current valid government issued photographic identification for admittance to the examination. Acceptable forms of identification are as follows: photographic drivers license (any state), state identification card (issued by the state Department of Motor Vehicles-any state), U.S. military identification, valid passport (valid foreign passport with valid record of arrival/departure-form I-94 or processed for I-551 stamped in a valid foreign passport), U.S. immigration and naturalization issued identification, certificate of united States citizenship must be current and valid.
- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination.
- Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order. The kit must be kept closed except when removing or replacing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.
- Candidates are evaluated at all times. Continue demonstrating until you have completed the entire section.
- Candidates will be given 10 minutes for client protection and to set up the general supplies that they will use throughout the examination. Candidates will also set up the supplies for the basic manicure section of this examination.
- Candidates will also be given 2 minutes to set up the supplies for each section of the examination.
- The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please turn the hand toward the examiner to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
- Cellular phones, pagers, any electronic device, printed materials, and handwritten notes are NOT permitted in the examination room. Talking to other candidates or any examiner is strictly prohibited. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the examiner.

- Manufacturer's labels are required on all disinfectants and sanitizers. An EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used. Simulated products are NOT allowed for disinfectants and hand sanitizers.

MODEL

California candidates are required to use a live model for the examination. Models must be at least 15 years of age and cannot be licensed or a current or former student, a school owner or employee, an operator or instructor, or a person who has been or is enrolled in the apprenticeship program. Models can only serve once in a 30-day period.

The model must be appropriate for examination purposes. The model must agree to submit to all services in the practical examination. Models may not participate in any way during the examination. Models are not permitted to talk to the candidate or examiners at any time during the examination.

The model must present a valid government issued photographic identification for admittance to the examination. Acceptable forms of identification are as follows: Photographic driver license (any state), state identification card (issued by the state Department of Motor Vehicles – any state), U.S. military identification, valid passport (valid foreign passport with valid record of arrival/departure-form I-94 or processed for I-551 stamped in a valid foreign passport), U.S. immigration and naturalization issued identification, certificate of United States citizenship must be current and valid.

MANICURIST PRACTICAL EXAMINATION CONTENT SECTIONS

The scope of the National Nail Technician (Manicurist) Practical Examination includes Five (5) core domain services. The core domain services are based on the national job analysis. The core domain services are as follows:

Core Domain Services

Set Up and Client Protection
Manicure
Nail Tip
Sculptured Nail
Polish

SET UP AND CLIENT PROTECTION**(10 minutes)****Verbal Instructions:**

"You will now set up the general supplies that you will use throughout your examination."

"You will also set up the manicure supplies."

"You will be observed for client protection, safety and infection control procedures."

"Upon completion of each section of this examination, please turn the hand toward the examiner to indicate that you are finished."

"You will have 10 minutes to complete this section."

"You will be informed when you have 5 minutes remaining"

(1) *"The instructions will be repeated."*

(2) *"You may begin set up."*

Candidates will be evaluated on the following tasks:

- Disinfects work area or uses protective covering
- Disposes of soiled materials using infection control procedures
- Sanitizes hands
- Sets up work area with supplies labeled in English
- Sets up implements that are visibly clean and sanitary
- Practices infection control procedures safely throughout setup
- Maintains work area in a safe manner throughout setup

MANICURE**(20 minutes)****Verbal Instructions:**

"You will now perform the manicure section of this examination."

"You will be expected to follow all safety and infection control procedures."

"You will have 20 minutes to complete this section."

"You will be informed when you have 10 minutes remaining."

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:**Preparation**

- Sanitizes hands
- Sanitizes hand to be manicured

Demonstration of Filing

- Shapes free edge safely
- Establishes uniform length and shape

Demonstration of Cuticle Care

- Immerses fingers in bowl of water
- Dries hand completely
- Applies cuticle cream or remover using infection control procedures
- Pushes back cuticle safely
- Cleans under free edge safely
- Buffs nail safely
- Applies cuticle oil using infection control procedures

Demonstration of Hand Massage

- Applies massage product using infection control procedures
- Massages palm, back of hand, and fingers
- Maintains continuous contact while massaging hand
- Cleanses massage product from each nail plate

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

NAIL TIP**(20 minutes)****Verbal Instructions for Set Up:**

"You have 2 minutes to remove the supplies from your kit for the nail tip section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the nail tip section of this examination."

"You will apply a nail tip to the ring finger."

"You will be observed for client protection, safety and infection control procedures."

"You will have 20 minutes to complete this section."

"You will be informed when you have 10 minutes remaining."

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:**Preparation**

- Sets up nail tip supplies labeled in English
- Removes shine from nail plate safely
- Removes dust from nail plate and cuticle
- Selects a nail tip that matches width of nail plate

Application of Nail Tip

- Applies nail dehydrator/cleanser to nail plate
- Attaches nail tip to nail plate with nail adhesive
- At least ½ of nail plate remains uncovered
- Trims nail tip safely

Demonstration of Filing/Blending

- Shapes free edge safely
- Tip is blended to nail plate safely

Final Appearance of Nail

- Cuticle and skin surrounding nail are free from nail adhesive
- Hyponychium is free from nail adhesive
- Finished nail is smooth and even

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

SCULPTURED NAIL (20 minutes)

Due to the testing environment, odorless sculptured nail products must be used during the NIC practical examinations.

Verbal Instructions for Set Up:

"You have 2 minutes to set up the supplies for the sculptured nail section of this examination." Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the sculptured nail section of this examination, using an odorless product."

"You will apply a sculptured nail to the index finger."

"You will be observed for client protection, safety and infection control procedures."

"You will have 20 minutes to complete this section."

"You will be informed when you have 10 minutes remaining."

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

Preparation

- Sets up sculptured nail supplies labeled in English
- Removes shine from nail plate safely
- Cleanses nail plate and cuticle of dust

Application of Sculptured Nail Product

- Applies nail form to fit snugly under free edge
- Applies primer safely
- Applies sculptured product to extend free edge
- Applies sculptured product to cover nail plate

Demonstration of Filing

- Shapes free edge safely
- Files sculptured nail to shape/balance safely
- Buffs sculptured nail safely

Final Appearance of Nail

- Finished sculptured nail is smooth, even, and beveled/tapered
- Contour of sculptured nail is balanced
- Nail plate is covered by sculptured nail product
- Cuticle and surrounding skin remains free of sculptured nail product

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

POLISH (10 minutes)

Verbal Instructions for Set-Up:

"You have 2 minutes to remove the supplies from your kit for the polish section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set-up."

Verbal Instructions:

"You will now perform the polish section of this examination."

"You will polish all 5 nails."

"You will be observed for client protection, safety and infection control procedures."

"You will have 10 minutes to complete this section."

"You will be informed when you have 5 minutes remaining."

(1) *"The instructions will be repeated."*

(2) *"You may begin."*

Candidates will be evaluated on the following tasks:

Preparation

- Sets up polish supplies labeled in English

Application of Polish

- Applies base coat to cover nail plate
- Applies red polish to cover nail plate
- Applies top coat to cover nail plate

Final Appearance of Nails

- Final appearance of polish is smooth and even
- Cuticle and surrounding skin remain free of polish

Safety and Infection Control

- Disposes of soiled materials using infection control procedures
- Practices infection control procedures safely throughout service
- Maintains work area in a safe manner throughout service

CANDIDATE SUMMARY AND FINAL CLEANUP

Verbal Instructions:

"This concludes the national practical examination. Please make sure that all kit supplies and hazardous materials are taken with you. Please do not dispose of hazardous material or chemicals in the trash receptacles or restrooms."

RECOMMENDED GENERAL SUPPLIES

ALL SUPPLIES MUST BE LABELED IN ENGLISH

*** Please refer to State guidelines**

- ☐ dry storage kit/container*
- ☐ hand sanitizer
- ☐ EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used*
- ☐ disposal bag for waste materials
- ☐ cloth and paper towel(s)
- ☐ cotton
- ☐ first aid supplies (blood spill kit)
- ☐ tape
- ☐ hand soap
- ☐ #2 pencil

BASIC MANICURE SUPPLIES

- ☐ bowl and container of water
- ☐ cuticle cream/remover
- ☐ filing and buffing implements
- ☐ cuticle pusher
- ☐ nail brush
- ☐ hand lotion or massage product
- ☐ cuticle oil

NAIL TIP SUPPLIES

- ☐ cuticle pusher
- ☐ nail tips and adhesive
- ☐ filing and buffing implements
- ☐ nail dehydrator/cleanser
- ☐ scissors

SCULPTURED NAIL SUPPLIES

- ☐ cuticle pusher
- ☐ sculptured nail products (powder, primer, liquid) (The product must be in its original container with the manufacturer's label. NIC strongly recommends, due to the testing environment, that odorless sculptured nail products be used during the NIC practical examinations.)
- ☐ sculptured nail brush
- ☐ liquid & powder containers
- ☐ filing and buffing implements
- ☐ sculptured nail forms
- ☐ primer
- ☐ accelerator

POLISH SUPPLIES

- ☐ polish remover
- ☐ base coat/top coat
- ☐ red polish

MANICURIST REFERENCES

Milady's Standard Nail Technology, 2007 (Revised)

Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

Salon Fundamentals, Nail Technician, 2007

Pivot Point International, Inc.
Evanston, IL 60201
(800) 886-4247
www.pivot-point.com

OPTIONAL REFERENCES

Milady's Standard Textbook of Cosmetology, 2008

Milady
5 Maxwell Drive
Clifton Park, NY 12065
(800) 730-2214
www.Milady.com

Salon Fundamentals, Cosmetology, 2007

Pivot Point International, Inc.
Evanston, IL 60201
(800) 886-4247
www.pivot-point.com

NIC Health and Safety Standards

NIC, Inc., October 2002
www.nictesting.org

NOTE: California candidates should refer to CCR 980.1 - 980.3 Article 12 Health and Safety, regarding specific cleaning and disinfecting whirlpool and pipeless foot spas and non-whirlpool foot spa basins or tubs.

NIC HEALTH AND SAFETY STANDARDS BLOOD SPILL PROCEDURE

If a blood spill should occur, the following steps **MUST** be followed:

- **SUPPLY INJURED PARTY WITH LIQUID STYPTIC/ANTISEPTIC AND THE APPROPRIATE DRESSING TO COVER THE INJURY.**
- **DOUBLE BAG ALL BLOOD-SOILED (CONTAMINATED) ARTICLES AND LABEL WITH RED OR ORANGE BIOHAZARD WARNING.** This is the responsibility of the candidate and should be executed as follows:

CANDIDATE INJURY – FOR EXAMINATION PURPOSES

1. **PROTECTION** – If a cut is sustained, stop the service and clean the injured area.
2. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (see NOTE).
3. **DRESSING** - cover the injury with the appropriate dressing.
4. **COVER** injured area with finger guard or glove as appropriate.
5. **CLEAN** model/client and station as appropriate.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

MODEL INJURY – FOR EXAMINATION PURPOSES

1. **STOP** service.
2. **GLOVE** hands of candidate/student/licensee.
3. **CLEAN** injured area as appropriate.
4. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (see NOTE).
5. **COVER** the injury with the appropriate dressing to prevent further blood exposure.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

EXAMINERS:

- **EXAMINER IS TO USE UNUSED DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN CHECKING THAT CANDIDATE'S SERVICE. DOUBLE BAG AND DISPOSE USED GLOVES.**
- **FOLLOW WITH ANTIMICROBIAL SCRUB ON HANDS.**
- **DOCUMENT INCIDENT IN BLOOD SPILL LOG.**

NOTE: DO NOT ALLOW CONTAINERS, BRUSHES, NOZZLES OR LIQUID STYPTIC TO TOUCH THE SKIN OR CONTACT THE WOUND. USE AN APPLICATOR. EXAMINERS SHOULD ALSO COMPLETE AN INCIDENT REPORT.

WET DISINFECTION STANDARD

- 1 All tools and implements, **EXCEPT THOSE THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered, *bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals)* disinfectant that is mixed and used according to the manufacturer's directions.
- 2 All tools and implements **WHICH HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered disinfectant that is effective *against HIV-1 and human Hepatitis B Virus or Tuberculocidal* that is mixed and used according to the manufacturer's directions.

DRY STORAGE STANDARD

Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants.

HAND WASHING

(Anti-Bacterial Soap is recommended)

Thoroughly wash hands and the exposed portions of arms with antibacterial soap and water before providing services to **each client** and after smoking, drinking, eating, and using the restroom.

MANICURIST

Practical Examinations

Liquid Monomer containing *Methyl Methacrylate (MMA)* is **prohibited** for use during NIC practical examinations. NIC strongly recommends, due to the testing environment, that odorless sculpture nail products be used during the NIC practical examinations.

Adopted as amended October 2002

Visit our website at www.nictesting.org